

# Yorkshire Dales Millennium Trust

## Job Description: Governance Administrator

July 2025



**Position:** Governance Administrator

**Responsible to:** Head of Finance and Resources

**Location:** YDMT Offices, Clapham, North Yorkshire

**Salary:** £24,055- £28,032, FTE.

Part Time (0.6 FTE, 21 hours per week) Mix of office and home working.

### Job Purpose:

1. To provide administrative and secretarial services to YDMT Leadership Team and Trustees.
2. Support the maintenance and management of office facilities (excluding IT). Including buildings, equipment and vehicles
3. Supporting the CEO and Leadership team as executive assistant as required

### Our Organisation:

We are a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

For 27 years we have delivered diverse and inspirational projects, helping to plant 1.6 million trees and securing the future of more than 850 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We are passionate about inspiring disadvantaged groups and future generations to care for this special area.

### How we work:

- We deliver transformative projects for people and nature, and use our skills to enable other organisations to increase their impact.
- We raise and distribute funds, providing flexible grants and guidance supporting innovative community-led action where it is needed most.
- We are firmly rooted in our communities and have a greater impact by joining forces with our partners.

### Our VALUES guide everything we do:

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

### **Main Responsibilities:**

#### **Governance:**

- Supporting the Company Secretary with effective management of the board and sub-committees ensuring meetings are effective and well organised.
- Production of a clear, concise and well aligned calendar of Board and Committee meeting dates. Ensure meeting venue bookings and necessary facilities are in place for each meeting.
- Organise the process of board paper preparation and agenda setting, including a well thought out annual agenda plan ensuring all key policies, strategies, budgeting and AGM decisions are discussed.
- Taking formal minutes for Trustee board meeting and all sub-committees and co-ordinate follow up actions for the board and sub-committee meetings
- Responsible for the annual trustee appraisal schedule and supporting follow up training and recommendations.
- Support the management of Trustee's 'terms of service' and assist the Company Secretary, CEO and Chair in trustee recruitment and induction process. Create a good induction plan for trustees, including project visits and opportunities to understand our work.
- Support the Company Secretary to ensure all trustees are trained to deliver their role effectively. This could include but not limited to the creation of a core training plan for all trustees and support them to book onto training.
- Build good relationships with Trustees to ensure they are fully aware of our work and have ongoing support. This could include but not limited to processing their expense claims and any ad hoc requests.

#### **Office facilities:**

- Support the Facilities and Human Resources Senior Officer with the maintenance of office facilities and any day-to-day management.
- Maintain supplies of office stationery, equipment and furniture
- Book training, trains, transport and accommodation for staff when needed.

#### **Executive assistant:**

- Support the CEO and Leadership team as required, including diary management, organisation of meetings and booking travel & training
- Support leadership team and others as appropriate in the organisation of meetings including booking rooms and IT set up.
- Support Monthly staff meeting including taking meeting notes
- Organisation of YDMT social events including Christmas party and Summer Social

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## General:

- Carry out duties with due regard to the well-being and safety of others at all times.
- All staff members are expected to support and assist at the occasional evening and weekend event.

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with the Chief Executive.